

THE CITY AND COUNTY OF CARDIFF, COUNTY BOROUGH
COUNCILS OF BRIDGEND, CAERPHILLY, MERTHYR TYDFIL,
RHONDDA CYNON TAF AND THE VALE OF GLAMORGAN

THE GLAMORGAN ARCHIVES
JOINT COMMITTEE
11 March 2011
REPORT OF:

THE GLAMORGAN ARCHIVIST

	AGENDA ITEM NO. 6
REPORT FOR THE PERIOD 1 December 2010 – 28 February 2011	

1. PURPOSE OF REPORT

This report describes the work of Glamorgan Archives for the period 1 December 2010 to 28 February 2011.

2. BACKGROUND

As part of the agreed reporting process the Glamorgan Archivist updates the Joint Committee quarterly on the work and achievements of the service.

3. RECOMMENDATION

Members are asked to note the content of this report.

4. ISSUES

A. THE NEW GLAMORGAN RECORD OFFICE PROGRAMME

1. To complete outstanding projects

Publicity

The Glamorgan Archivist was a guest on Good Morning Wales on the 10th anniversary of the Wikipedia website, debating the merits of internet information with a Cambridge academic.

On Valentine's Day the Archive's 2010 press release was re-issued as part of the UK wide Archive Awareness campaign for local archive services. The release describes the double wedding of two Fothergill brothers to two Crawshay sisters in 1862, twice uniting two of the wealthiest industrial families in South Wales. Subsequently, and coincidentally, a photograph of the

wedding has been deposited by a member of the Crawshay family.

Photographs of bomb damage in Cardiff featured on the BBC Wales' website in commemoration of the 70th anniversary of the Blitz, in particular the raids in January 1941. The photographs prompted several enquiries from members of the public. A crew from S4C's Wedi 7 show visited to film for a special Swansea Blitz commemorative programme featuring press cuttings of damage in Cardiff, Swansea and the Rhondda. The programme aired on February 18th.

The Conservator, Michael Hodgson, was featured in an article for ARC Magazine (December 2010) on the work of Cardiff University conservation student Rebecca Lumsden. He oversaw her pilot study on the correspondence of the poet Edward Thomas.

The Gelligaer History Society Newsletter, Autumn 2010, included a report on the visit of members to Glamorgan Archives where according to the report 'old meets the ultra modern. The light spacious, purpose designed building is in sharp contrast to the former facilities, as those who visited the previous premises could not fail to comment on.' The group enjoyed a tour of the building and a display of documents relating to the parish of Gelligaer.

The Welsh Railways Research Circle Newsletter, winter 2010, featured a detailed report on the visit the group made to the Archives in September, including photographs of the building and of members consulting railway documents. The report praised both the facilities and staff who: 'patiently answered the many questions Circle members had... it had been a totally absorbing afternoon and we could not thank our host enough'.

Following a 'telephone meeting' between Laura Russell, Archivist and Mr Robin Evans, Chair of the Institute of Welsh Maritime Historical Studies, the MOROL website now includes details of the maritime collections held by Glamorgan Archives. The website is a useful tool in publicising this important element of the Collection.

Sarah Garvey of Cardiff County Council's public relations section visited to discuss future plans for publicity and options for a major event in 2011.

Fit out

Quotations were accepted and work started on several carpentry tasks, including splash backs for the sinks in conservation work areas, and boxing-in pipe work in the public and staff toilets.

Additional furniture has been ordered from BOF, including more of the tables in the kite range which have proved their flexibility. This set will accommodate data cables when set up. BOF has been so pleased with the impact of their furniture on site that the building is being featured in their advertising literature. A photographer spent a day shooting the interior and exterior and a copy of the resulting leaflet was submitted for comment.

New cushions, weights and supports have been purchased, partially to increase the number available in the searchroom, but also to help out with the display of documents for group visits.

Public access IT

Public printing on the four PCs in the searchroom has been successful, making it easier for searchers to obtain copies from the census and the parish registers database. Consideration will now be given to extending this service to the public laptops and the computers in the front hall.

Following a survey of libraries, archives and museums CyMAL has decided to cease funding for subscriptions to Ancestry.com at the end of February. Instead they have provided access to FindMyPast for all museums libraries and archives across Wales. For a trial period use is limited to 200 concurrent users, not an entirely satisfactory solution, although archive services have separate subscriptions until the end of May. A consortium subscription to Ancestry.com has been costed since there are sources which are frequently used on Ancestry which are not available on FindMyPast. Glamorgan Archives has agreed to contribute to Cardiff Library Service's subscription as the access is through the same IP address.

At the end of February the IP address Cardiff Council moved its web provider. This initially resulted in the Archive's website being down for a day and also caused problems with gaining access to the electronic catalogue through DServe which took some time to be resolved.

Snagging and payments

The developers and builders agents have walked the building and identified solutions to remaining snag items.

A proposal to mask a dent in the external cladding at the rear of the building has been accepted following assurances from the manufacturer that the problem is aesthetic and has no impact on functionality. The cover has still to be applied.

Floor boxes in Ogmore and Rhondda have been lowered. All additional painting has been completed. Parking bays have been redrawn. A lux report has been completed and approved by Turner and Townsend.

Issues with the underfloor heating have continued through the winter. CMBM have resolved these and staff have been given additional training in controlling the output. Invoices are being held until agreement is reached on whether these are warranty issues.

A meeting was held between all interested parties to resolve inconsistencies in the environmental controls. The temperature in the repositories has improved since a long standing chiller fault was repaired but 2 humidifiers remain in fault awaiting parts for repair. The building management system is now recording long term data which can be accessed but improvements continue to be sought. An engineer from ACS attended in February to monitor the system and give the Conservator additional training.

Final snagging has been delayed as all the necessary work had not been completed by 26 October, 12 months from Practical Completion, and consequently the retention sum has not yet been paid to the developer.

Site developments

A planning proposal has been submitted on behalf of Scope for the undeveloped site opposite Glamorgan Archives. The Glamorgan Archivist examined the plans in City Hall and the Planning Officer kindly provided electronic copies of the most significant. The proposal, in its present form, would be an asset to Clos Parc Morgannwg and improve security.

The House of Sport is now fully functional. Pending the completion of the car park the visitor car park of the Archives was loaned for out of hours activities with the resident security guard controlling the bollards. Once work was completed the bollard fob was returned. There

continue to be issues with visitors to the facility parking on access and exit roads and in the public car park. Solutions are being explored actively.

The National Archives

A formal inspection of the new building by staff of the National Archives has been carried out. Details remain to be completed in a telephone interview but TNA staff were positive during their visit.

The initial results of the latest self assessment exercise have been received and again, although currently not validated, they are very encouraging.

2. To develop staff

Building systems

Staff training in building issues is reported above.

ICT and telephones

Telephone calls to the main office number are now taken through a bi-lingual system which gives details of opening hours, email and web address and options for direct contact for depositors and conservation enquirers. If callers wish to hold they are transferred to the Administrative Assistant who takes a message which can be addressed through the remote enquiry system. If their call cannot be taken callers are transferred to a voice mail which flags as an email file on the office system which is regularly monitored. The system seems to be working well and has reduced time spent answering basic enquiries on the telephone.

Staff have explored the capacity for the telephone system to be used for tele-conferences and established that a unit for video-conferences exists nearby in the Bessamer Road council offices. Use of these resources is planned to avoid the costs in time and money travelling to meetings.

Emergency planning

A full health and safety audit of the building has been carried out by Cardiff Council staff. A report is expected.

Fire hydrants have been tested. Tiger Fire completed maintenance on the fire suppression and detection system.

Staff were called to the building on 4 occasions by initial alarms sounding out of hours. The problem has been identified as high sensitivity in the first stage detection

which has been addressed. It has been a useful test of the response system which has worked well. A few amendments will be introduced as a result of this inadvertent trial.

Workstation Assessment

These have been completed for all staff. All peripheral aids identified have been ordered.

Fire Risk Assessment

A fire risk assessment has been carried out on the building. Copies of plans of the building and fire evacuation procedures have been supplied and a report with recommendations is awaited.

B. THE COLLECTION

1. To develop existing service levels

Ensure consistency

A total of 54 accessions have been received this quarter, all but four of which were processed within the target time of ten working days. A full list of accessions is given in Appendix I with detailed description of a sample selection.

Archivists collected records from the Women's Arts Association in Bute Street, Cardiff, prior to its move to new offices, from Penarth Town Council and from the Registrar in Pontypridd. They also visited Cardiff Civil Justice Centre to inspect the records held there and discuss with managers the possibility of transferring records to the Archives.

Since the 'rolling' electoral registration system was introduced two or three years ago, authorities have deposited a copy of the main register for the year and have then produced monthly amendments, which are deposited as they come out. A decision has been taken to stop accessioning these amendments since they provided limited additional information to the main register and are very difficult to search. A new system has also been put in place to accession agenda papers once a year only.

The time saved as a result of the above changes has allowed the Collections Archivist to process new accessions more swiftly and also to proceed with the accessions backlog which had built up as a result of the move to the new building.

CALM database

Paul Williams started on 6th December as editing archivist on CALM. Since qualifying as an archivist Paul has worked at Warwickshire County Record Office and the University of Birmingham Special Collections. During a four month appointment Paul will work on creating structures in catalogues already in CALM. This is a particular problem with large estate collections which may consist of over one thousand items arranged by date alone. A structure is usually created according to the function of the record, for example 'estate management' or 'family papers', allowing the researcher to browse within a collection.

Work experience students assist in checking for consistency within the catalogue. This provides them with much sought after experience of using the database, an element of which is taught on the Archive postgraduate courses. In addition to helping standardise finding aids they also provide valuable feedback on using the catalogue.

Cataloguing

By accepting a CyMAL grant to scope the Cardiff Library Manuscript Collection funding has been received to allow for the appointment of an additional archivist for the specific purpose of addressing the accessions backlog. Andrew Thynne, previously a volunteer at the Office took up his post at the beginning of December and has made good headway with the task. He has also been able to contribute usefully at the newly instituted meetings of the catalogue team, bringing knowledge and experience from his time as Senior Archivist at Lancashire Record Office. The work on the Cardiff Library Collection is being shared between Michael Wilcox and Richard Morgan, both Archivists with a long standing knowledge of the collection and its history.

In December all of the Cardiff Library manuscripts series (CL/MS) transferred to the Glamorgan Record Office before 1994 were examined and a comprehensive schedule of their location was drafted and compared with existing lists. The work enabled correction of errors and omissions in the Glamorgan Archives' locations database. Many of the smaller manuscripts formerly recorded by box number have now been individually identified on the database.

As part of the work on the Cardiff Library records, collection level descriptions (CLDs) are being written or revised for the series already transferred to the Archives.

These include estate and family collections, many of which have been reconstituted following transfer, and two large series of miscellaneous deeds. Some of these collections already have introductions which can be adapted and edited for inclusion in the CLD format.

In February staff began to survey the parts of the collection still held at Cardiff Central Library. Approximately 4000 individual volumes and files were briefly checked and a schedule compiled to record their location in the library strongroom. This has now been compared with the list of Cardiff Library manuscripts transferred to the Glamorgan Record Office before 1994 and with a detailed list of the manuscripts held in Cardiff Central Library drawn up by staff of The National Library of Wales, Aberystwyth, in 1994. A comprehensive report on all of the Cardiff Library manuscripts is now in course of preparation. The report will include the recommendations from the conservation survey being undertaken at the same time.

The historical value of the Cardiff Manuscripts - in the custody of both Cardiff Central Library and Glamorgan Archives - cannot be doubted. Those manuscripts and the related series of deeds and individual business and estate collections transferred to the Glamorgan Record Office by Cardiff Central Library over the past thirty years consist almost entirely of records traditionally and professionally held by local archives repositories. Those manuscripts retained by Cardiff Central Library reflect the past collecting policies of the library when it was administered as a free library and by the former Cardiff County Borough (1889-1974) when the library aspired to status as the national library of Wales. This policy continued even after the establishment of The National Library of Wales in Aberystwyth in 1912, down to the Second World War. As a consequence, the Cardiff Manuscripts include a very large number of individual items of extraordinary historical value - of national and international importance - of considerable variety more usually associated with national repositories and university archives. Taken as a whole, the Cardiff Manuscripts held in Cardiff Central Library provide a priceless resource for the study of religious, literary, philological, topographical and social history unmatched in Wales outside the National Library of Wales.

At a meeting of The Women's Archive of Wales agreement was reached on standardising procedures for the deposit of records. Glamorgan Archives is now the

central point for potential depositors, signposting them to the relevant repository in Wales. A working group was set up to consider the dispersal of artefacts taken in at roadshow events and temporarily stored here.

Work begun at the end of August 2010 in listing the Bruce of Dyffryn (Lord Aberdare) collection is almost complete and the list is now in process of editing. Completion of editing has been delayed by commencement of preparatory work on the Cardiff Central Library report.

Records of the Cardiff Incorporated Chamber of Commerce (DCOMC) were returned in January. The Project Archivist has produced a detailed and comprehensive catalogue which is now available to the public via the electronic catalogue. The collection is currently being cleaned and repackaged by the conservation team with the assistance of volunteers.

The second collection to be catalogued, the records of Powell Duffryn Limited, has been temporarily transferred to Swansea University, where the Project Archivist is based.

Conservation

Preservation Survey at Cardiff Library

The Conservator along with Katrina Coopey, Cardiff Library Local Studies Librarian, is undertaking a CyMAL funded Preservation Survey of the books and manuscripts in the Cardiff Library strongroom. Two visits have been made to date. In December a preliminary visit was made to assess the work that will be required to carry out the project and a report produced. The first part of the survey was carried out in February when the 400 items for the survey were selected. Two thermo hygrometers have been lent to the Library to monitor the temperature and humidity in the Local Studies Collections storage.

Material Treated			
Documents	Volumes	Maps/Plans	Photographs
688*	303	5	36

* About 5,500 sheets of paper treated

Conservation work carried out during this period includes:

- Motor Car & Cycle Register [DVLC/12] - Removal of adhesive tape and page repair
- City of Cardiff, 1909 Town Planning Scheme Map [BC/S/X/103-104] - Removed old backing, cleaned, washed, deacidified and backed onto a European backing paper
- Welsh St. Donats Tithe Map [P25/1] - Removed old backing, cleaned, washed, deacidified, backed onto linen and repaired

A major project to clean and rebox Crew Agreements has begun with new, more accessible boxes being made in-house. Volunteers have been assisting under the supervision of the conservation staff.

Box making

During the quarter 362 boxes have been made and 390 volumes boxed. The Kasemake machine was serviced in February.

The Head of Cardiff University's Special Collections section has approached the Conservator to discuss possible work which may result in a large box making order.

Outside work

- Victorian scrapbook for cleaning, rebacking (a new spine) and boxing
- 2 Victorian photographs for copying and one to have adhesive tape removed
- Family Bible for rebacking
- The Conservator is providing an estimate for Cardiff University Special Collections and Archives for the conservation of a folder of 16 illustrations from Kipling's Jungle Book by Maurice & Edward Detmold, 1903
- 10 custom made boxes for Newport Museum & Art Gallery

Report on Problems with Large Volume Storage in Strongrooms

During the preparation for the move a number of volumes which should have been stored upright were labelled to be stored flat and vice versa. Some shelving marked for flat storage was too tall resulting in too many volumes being piled up so that too much weight rests on the lower

books. A survey of the problem has begun in order to produce a reshelving plan.

Training

Staff, including all conservation staff, have been trained to carry out Preservation Assessment Surveys. The course was run by the Preservation Advisory Centre of the British Library held at Glamorgan Archives and attended by professionals from other services. A survey was last carried out in 2001 in former premises. A new survey will track improvements in current accommodation and identify areas for improvement.

The Preservation Assistants attended a one day workshop at Cardiff Castle on environmental management. Most of the other delegates came from institutions without access to a conservator and they came back with the impression that there would be a market for workshops provided by GA staff on subjects such as:

- Storage – appropriate storage and storage issues
- Cleaning & packaging – cleaning techniques, appropriate packaging and supplies (envelopes, folders etc.)

Accessioning staff have taken part in a packaging training and/or refresher course run by conservation staff.

Work Tops in Conservation

The Corian work tops on three of the four movable workbenches have begun to warp (one very badly). The suppliers, Bridgend Office Furniture, have been called in as have the manufactures and discussions on how the problem can be rectified are ongoing.

Digital records

The issue of the receipt, preservation and access to digitally born records is a pressing one, but potentially expensive and technically complex. The Office, together with others in Wales has agreed to co-operate and share knowledge to achieve common standards and practice. ARCW has submitted a grant application to CyMAL to fund the first phase of work.

Records management

Agreement has been received from Caerphilly CBC on the retention and destruction of planning applications and building regulations currently stored at City Hall. These represent the last of the collections held in outstores to be transferred to the new building.

A meeting of the South Wales Information Forum (SWIF) took place at Tredomen House, Ystrad Mynach in mid-January. Members reviewed the various advances in their respective authorities. As local authorities make better provision for information management Glamorgan Archives has a less active role, however it remains a useful opportunity to maintain links.

2. To develop staff

CALM

Conservation staff have been given training in using the catalogue module in CALM. At present they use CALM infrequently so detailed notes were provided as reminders.

All newly appointed staff have received an appropriate level of training in the CALM database.

C. ACCESS

1. To develop existing service levels

Ensure consistency in application of standards

During the quarter 576 individuals visited the searchroom making a total of 808 visits between them. In addition, 194 people have used the public access computers in the front hall and 596 have attended as part of a group or for meetings. This brings the total visit numbers to 1598. Remote enquiries during the period were over a thousand, continuing the trend for high volume in this aspect of the service.

Gwyn Evans & David Maddox authors of 'The Tonypandy Riots 1910-1911' (**ref 67/52**) researched sources held at Glamorgan Archives and acknowledged the Office.

Recent accessions to the library are now displayed in the searchroom

See Appendix II for full statistics.

Gather information on users

Feedback left in the 'Comments book' which sits on reception has been positive, commenting that staff are very helpful, patient and courteous. One suggestion was that a table by the lockers would be useful. Options are being considered.

The extended opening hours trial came to a close in December. Analysis of the statistics gathered showed that there were an average of 10 visitors on a Saturday morning, with a high of 14 searchers one month, while an average of 6 searchers made use of the late opening on a Monday evening, with a high of 10 searchers. The questionnaires returned from users revealed that the average length of visit on a Saturday morning was 1hr 45mins, while searchers who made use of the Monday evening opening stayed for an average of nearly 3 hours. Nearly 60% of those who visited said that they would have been unable to visit during normal opening hours, highlighting the importance of having some opening time outside the usual working week. On average, about half the searchers consulted original documents during their visits (others consulted electronic resources and external websites for which we have subscriptions).

Out of hours opening was cancelled in January, partly in anticipation of adverse weather and partly to allow time for staff consultation. Staff are agreed that out of hours opening should continue in the same way, opening the second Saturday morning of a month and the following Monday evening. The length of opening should be the same as this allows visitors time to carry out substantial research, and they should be able to consult original documents without having to order them in advance. Dates of the out of hours opening for the rest of the year have now been published on the website.

Promote programme of on-site events

Details of particularly significant on-site events are recorded in Appendix III

Cardiff County Council's Job Evaluation team used the building again for their sessions with a total of 98 staff from throughout the authority. The team was very appreciative and full of praise for the venue.

Individual Tours

Baron Rowlands of Merthyr Tydfil and Rhymney enjoyed a tour of the building in a break from his personal research. He was particularly interested to see the work being undertaken on the Aberdare papers as they will be useful for his research.

A member of staff of Cornwall Record Office attended the Preservation Assessment Survey workshop and spent several days looking at office procedures. Cornwall Record Office are making preparations towards a move to

a new building and the staff member was particularly interested to learn how the decant was achieved.

Staff from Rhondda Cynon Taf CBC planning department visited to find out about the planning records held and how these can be utilised for research purposes. They were particularly interested in the series of maps and building plans.

Martyn Hayman the Glamorgan Archive building's architect visited in December. This was his first visit to the completed building.

Mared Evans, a project officer at the National History Museum, came for a tour and to discuss future collaborative working.

Allan Herbert, South Riverside Community Project Co-ordinator and Nusrat Khan, UWIC MA student visited to discuss a project to document the history of Cardiff's municipal gardens. Glamorgan Archives will be supporting this project.

Develop service to educational users

A meeting was held at Glamorgan Archives to consider a project to develop resources for a twentieth century Welsh history option offered at GCSE. Currently only one school offers this option, hence the project to develop resources to encourage and enable teachers to participate. Those attending included Ceri Black, who has responsibility for education and learning at the National Museum, Lesley Walker a consultant who has worked before in the archives sector and Ross Thomas, the Development Officer for the Welsh Baccalaureate at the WJEC.

This quarter saw visits by pupils from five local schools:

We were particularly pleased to arrange a visit for 43 children with 3 staff members from Ninian Park School as it is the closest school neighbour. They walked to the Archives in their hi-visibility vests. As they were studying the Second World War a display of records from the period, including air raid precaution leaflets, ration books and correspondence, was prepared. The children were also able to read about their own school organising gas mask training and coping with air raids in the school log books. The ration books had belonged to a family living in Clare Road, Cardiff, when some of the children lived.

Cwmclydach School brought 25 year 5/6 pupils with 3 members of staff. They were researching the history of Clydach Vale and were particularly interested in documents on the 1910 floods which they had studied in class. They were able to read first hand accounts of the flood in the school log books.

From Ton-y-Ywen School, Cardiff, 23 pupils and 3 staff attended. Children were from the school history club and were aged between 8 and 11. They had spent the morning in the Cardiff City Stadium and finished their trip at the Archives where they were shown a display of documents on the history of Cardiff.

Maesycoed Primary School, Pontypridd, visited with 30 pupils and 4 members of staff. The school contacted us after reading notes on the history of the school, following a visit by a researcher in 2010. The children were able to look at the log books from their school. The teachers were also keen for the children to see where the school log books were held and how they were cared for.

Finally, 25 pupils and 4 members of staff visited from Creigiau School. The children were looking at material pertaining to the Bute Dowry and Tynewydd Pit Disaster.

All the children enjoyed completing quizzes as they made their way round the building and were given souvenir boxes made on the Kasemake machine to take home. It is worth noting that three out of the five visits resulted from the teacher having attended a familiarisation day at the Archives last year. This is a measurable tribute to the continuing success of the programme to raise the profile of the service with educational users and to increase accessibility for young people.

Older users have not been forgotten. This quarter Glamorgan Archives hosted a BBC First Click event which aims to encourage people over 55 to enjoy the benefits of using the internet through helping them develop their leisure interests, in this case, family history. A second series of First Click events is planned for May.

University users

The First Friday group met during the quarter.

In December nine MA Students in Medieval History at Cardiff University visited. The group consulted medieval manuscripts from the Cardiff Library collection, had a tour

of the building and advice on how to carry out research. 'Everyone in the party from Cardiff University enjoyed it.'

In January a talk was given to second year students at the Welsh School of Architecture. Their current research project 'Urban Conditions' focuses on the potential redevelopment of Pontypridd. In addition to details of records held relating to their subject more general information regarding local authority archives was provided which may prove useful for the students later in their careers.

Develop remote access

A CyMAL funded research project is taking place to analyse the requirements for providing online access to archive catalogues in Wales. The office has completed a questionnaire as part of the data collection exercise and the Principal Archivist in her role of Chair of the Archive and Records Council of Wales (ARCW) has been involved in meetings to compile the specification, evaluate the tenders and steer the consults appointed. Results of this work will be available at the end of March and provide options for the next stage of a three year programme.

Liaise with heritage initiatives

The Glamorgan Archivist attended meetings of the Women's Archive of Wales. The role of Collections Officer for WAW has been accepted by Glamorgan Archives.

The Rhondda Cynon Taf CBC Heritage Group met at the Archives in December, attended by the Glamorgan Archivist.

The Principal Archivist attended a meeting of the Glamorgan Family History Society's Executive Committee, which in the winter months is hosted by the Glamorgan Archives. A new Projects Officer has been appointed and plans made for closer working on projects to transcribe records in the Collection.

At the AGM of ARCW in November, the Principal Archivist was appointed Chair and some of her activities have been mentioned above. In addition she has overseen the submission of a Stage 1 bid to the Heritage Lottery Fund, for the Cynefin project to digitise and web mount all of the tithe maps for Wales and supporting community projects using this and other resources. She has also attended meetings of the advisory council of the

People's Collection Wales. The website, designed to engage individuals and communities with their heritage, has been launched and future operations are being planned. She has also been involved in negotiations for a UK-wide Archives Accreditation, similar to that operating in the museums sector. The main lead parties are the MLA, the National Archives and home country bodies with an archives remit, such as CyMAL. So far the debate has focussed on how the scheme will operate and be funded, rather than the content.

An additional CyMAL funded research project is taking place, this one aiming to develop a national marketing and strategy for archives in Wales and an accompanying marketing communications plan. Again the office completed a questionnaire on its activities and the Principal Archivist was involved in meetings to compile the specification, evaluate the tenders and steer the consults appointed. This project is making use of the research carried out by ARCW and looking at the successful programmes of work carried out by library services in Wales for models. The Glamorgan Archivist had a telephone interview with the consultants working on the project.

Manage programme of external events

David Prior of the Parliamentary Archive met staff to plan the next stage in the collaborative project on the local impact of parliamentary decisions. In Glamorgan this is likely to relate to maritime regulations. He toured the building and options for displaying documents were discussed.

Laura Russell, Archivist, attended a meeting of the South Wales Museums Group. The next meeting of the group will be held in the Archives on the subject of use of facilities by film and television, an area where Archive staff have considerable experience.

John Harrison of the Rhondda Heritage Park, discussed proposals for a planned Heritage Lottery Fund bid with the Glamorgan Archivist and Heather Mountjoy, Archivist. The Archives is happy to support and contribute to these plans.

Develop website

Since Googlemaps does not clearly show the location of the building owing to the recent development of the area, Paul Williams, Temporary Archivist, has surveyed the area and added information to Open Street Map, a free

editable online map. A link, Open Street Map, has now been added to the website.

In December images of the Office under snow were added to the home page as a seasonal gesture. This year's Christmas card was a photograph of a snowman made during the snowfall of January 2010.

2. To develop staff

Identify training requirements for public access IT and group access

Staff have been trained in setting up Rhondda for group use. Instructions on dividing the room have been compiled and circulated.

D. RESOURCE MANAGEMENT

1. To develop existing service levels

Maintain appropriate levels of staffing

Geoff Edwards, Senior Archivist, left in December. Originally recruited as a temporary archivist, Geoff took on the role of Project Officer for the new building and oversaw many aspects of the programme, particularly the preparations for decant. At the close of project his skills and experience made him uniquely suitable for the Senior Archivist role and his input will be missed.

Following recruitment an appointment was made and Rhian Phillips began work in February. Again, the service is fortunate to have attracted Rhian who has been Senior Archivist at West Glamorgan Archive Service for 4 years and was temporary Senior Archivist at Glamorgan before that. She brings the benefits of continuity, tempered with external experience and is very welcome.

With the continued absence on long term sick leave of one member of the operational team it has been necessary to continue the employment of a temporary Records Assistant to cover searchroom duties. Another member of the team has been able to return to duty after a prolonged bout of ill health.

Job evaluation has been completed on all staff posts with the exception of the Glamorgan Archivist. This post is subject to a separate process as it is at an Operational Manager level. The necessary papers have been completed and submitted.

Contracts with Cardiff CC have been agreed and are expected daily for distribution.

Continue commitment to liP

Public Services staff attended a Basic Archives Skills Training Course organised through CyMAL and held at Glamorgan Archives. As the course was free, regular volunteers with an interest in archives as a career were also encouraged to attend. Areas covered included archival processing, record appraisal and preservation management. All who attended found it very helpful.

The Glamorgan Archivist attended a Public Services Management Wales conference at Glyndwr University, Wrexham. The title of the day was *Delivering the workforce of the future, making the most of your people*.

Two meetings have been held with the Investors in People advisor. Progress towards the Leadership and Management module for staff with supervisory responsibilities has been discussed and an action plan developed.

Life Long Learning UK, the sector skills council which covers archive staff, has lost its fight for relicensing. The Glamorgan Archivist attended the final meeting of the Wales Country Panel at which proposals for future development in the sector were debated. There is concern that the new arrangements will leave Wales under-represented and it is intended that the Country Panel should continue to meet.

The Glamorgan Archivist was interviewed about the integration of LLUK's National Occupational Standards into competency frameworks for a consultation exercise on the value of this process.

Monitor office systems to ensure compliance

A financial audit has been carried by staff of Cardiff County Council.

The man safe harnesses for roof access were tested for compliance this quarter.

Review policies and service charges

Policies have been reviewed and calculations completed for service charges. Further consideration needs to be given to the level of costs recharged. A report will be brought to a future meeting of this committee.

2. To develop staff

Complete staff training on CCC systems

The Administrative Officer has received training in issuing invoices through SAP, although a decision has still to be made on whether to purchase the additional licence required to perform this function.

Investment in Volunteers

During the quarter 15 volunteers contributed 500 hours to the work of the office. An increased number of volunteers are assisting the conservation team cleaning and repackaging the records of the Cardiff Chamber of Commerce (DCOMC), and also the Cardiff Crew Agreements (DCA). Other volunteer projects include cataloguing the building plans of Penybont RDC, inputting and editing catalogues on the CALM database, sorting, listing and packaging new accessions, and transcribing the diaries of Henry Fothergill (1860-1914).

A work experience placement of one week was given to a student currently studying with Aberystwyth University in MSc Information and Library Studies as a distance learner while working at the University of Glamorgan library.

An archivist who has spent a number of years working in parallel fields is volunteering for one afternoon a week to update her professional skills, in particular, experience of using CALM which is an essential requirement for many archivist posts.

One volunteer has been working for two days a week developing her ICT skills. Her formal placement via Scope came to an end on 10th February however she has found the experience so beneficial that she will continue to volunteer for a further month.

Vimla Patel, a former member of staff, was awarded an MBE in the New Year's honours for services to the Hindu community in Cardiff.

PACR

Conservation records in hard copy are being maintained of all work completed by the Conservator. These will form the basis for his portfolio.

CLOCH

The training plan submitted to the Heritage Lottery Fund has been accepted and the first payment made.

Proposals for creating the necessary posts for the project staff have been submitted to Cardiff County Council.

Meetings of the steering group have been held at Glamorgan Archives and the Glamorgan Archivist has been responsible for all liaison with HLF to date, although this work will be passed to the project staff on appointment.

SUMMARY

The completion of the first year in the new building has seen steady improvements in service delivery. Few snagging items remain and staff continue to increase their understanding of new systems, both in terms of the building, including the environmental controls, and the administrative and financial procedures of Cardiff CC. It has BEEN encouraging to observe their growth in confidence and pride resulting from familiarisation with the new facility which future years' plans will build upon.

5. LEGAL IMPLICATIONS

The Glamorgan Archivist is appointed by the Committee to manage the joint archives service on behalf of the Committee; to exercise the duties powers and functions of the parties under the enactments agreements and instruments set out in the Joint Archives Committee agreement dated 11 April 2006; to comply with national standards for archive keeping; to satisfy the requirements of the National Assembly for Wales with regard to archive services; to provide the services agreed by the parties; and to develop such additional services as may be appropriate.

The Glamorgan Archivist acts at all time under the direction and supervision of the Committee and the quarterly reports of the Glamorgan Archivist to the Committee enable the Committee to discharge its duty to provide maintain and develop a joint archives service for the parties.

6. FINANCIAL IMPLICATIONS

There are no direct financial implications arising from this report. The activities identified in the report are funded from within the 2011-12 revenue budget supplemented if necessary by the General Reserve. The current balance of the General Reserve is £571,130.

**Susan Edwards
Glamorgan Archivist**

28 February 2011

Appendix 1: Accessions

Thompson family of Cardiff Papers, c1855-2003			
Accession No:	2010/328, 2011/1	Reference No:	DTC
Deeds, plans, correspondence, photographs and accounts for furniture.			
Moriah Baptist Church, Abercynon Records, 1992-2008			
Accession No:	2010/329	Reference No:	DBAPMARR15/6,7
Marriage registers.			
Rhondda Cynon Taf County Borough Council Records, Nov-Dec 2010			
Accession No:	2010/330, 2010/333, 2010/338, 2010/348, 2010/356, 2011/2	Reference No:	CRCT/C
Committee papers.			
Christopher Taylor of Cardiff Collection, 1914-1971			
Accession No:	2010/331, 2011/20	Reference No:	D732
Bus company and vehicle registration records.			
Caerphilly Male Voice Choir Records, 1939-2007			
Accession No:	2010/332	Reference No:	D733
Minutes, 1979-1988; programmes, 1939-2007; photographs, 20th century; press cuttings, 1970s-1980s; correspondence, 1980-1990; 75th anniversary LP record, 1982; minutes of South Wales branch of Welsh Association of Male Choirs, 1980-1990; reports and correspondence of Welsh Amateur Music Federation, 1982-1990.			
Inverness Place, Roath Records, 1884			
Accession No:	2010/334	Reference No:	D745
Building Lease (Counterpart) of land in Inverness Place, Roath.			
Ogmore and Garw Urban District Council Records, 1925-1973			
Accession No:	2010/335	Reference No:	UDOG/MOH
Registers of tuberculosis notifications.			
B A Davies, Dispensing Chemist of Rumney Records, 1951-1988			
Accession No:	2010/336	Reference No:	D747
Prescription book, dangerous drugs register, cash book and VAT returns book.			
Councillor Ray T Davies Collection, 1937-1957			
Accession No:	2010/337	Reference No:	D316
Minute book of Peace Pledge Union (Caerphilly branch).			
Cardiff City and County Council Records, Dec 2010			
Accession No:	2010/339	Reference No:	CC/C
Committee papers: Licensing Sub-Committee, 3, 7 Dec; Public Protection Committee 7 Dec; Environmental Scrutiny Committee, 8 Dec; Glamorgan Archives Joint Committee, 10 Dec.			
Bute Shipbuilding, Engineering and Dry Dock Co Ltd Records, Jun 1883-Jul 1957			
Accession No:	2010/340	Reference No:	D746
Shareholders' minutes (starts with first meeting of company).			
Gilbert Taylor of Cardiff Papers, c1937-1938			
Accession No:	2010/341	Reference No:	D748
Letters from and about Gilbert Taylor, a volunteer in the International Brigade in the Spanish Civil War.			
Glamorgan Family History Society Records, Dec 2010			
Accession No:	2010/342	Reference No:	D37
Journal number 100.			

Women's Archive of Wales/Archif Menywod Cymru Records, 2000-2009			
Accession No:	2010/343	Reference No:	DWAW8
Collections officers' papers including receipts from repositories, correspondence; accessions register.			

Llancarfan Society Records, Dec 2010			
Accession No:	2010/344	Reference No:	DLNS
Newsletter number 144.			

Maurice F Sparks, China Dealer of Cardiff Papers, c1900, 1934			
Accession No:	2010/345	Reference No:	D749
Photograph of shop front ?Queen Street, Cardiff; obituary (copy) from Salisbury newspaper.			

Williams Family of Ewenny Papers, 1889			
Accession No:	2010/346	Reference No:	D750
Case and opinion of James G Wood concerning lease of land at Porthcawl by Thomas Morgan (photocopy).			

Caerphilly County Borough Council Records, 2011			
Accession No:	2010/347	Reference No:	CCA/C/RE/15/1
Electoral register.			

Caerphilly Local History Society Records, 1966-1967			
Accession No:	2010/349	Reference No:	DCAEHS/9
Papers and newscuttings relating to Caerphilly Residents Defence Association, and opposition to the Caerphilly UDC Bill.			

Aberg Family of Cardiff Papers, 1894-1969			
Accession No:	2010/350	Reference No:	DXMA/45
Title deeds and papers for 22 Fairleigh Road (formerly Glamorgan Street) Pontcanna, Cardiff.			

Cardiff Corinthians Association Football Club Records, 1898-1905, 1946-2005			
Accession No:	2010/352	Reference No:	D751
Committee and AGM minutes 1898-1905, 1966-1995; programmes 1985, 1994-2004; press cuttings 1985-2005; register of members 1948-1952; results and lists of players 1951-1953; handbooks 1952-1953; accounts 1945-1994; photographs 1897-c1970; history of club c2000; specification for reconstruction of pitch 1949; plan of stand at Radyr Athletic Club 1985; correspondence 1955-1992.			

Women's Archive of Wales/Archif Menywod Cymru: Women's Arts Association, c1986-2009			
Accession No:	2010/353	Reference No:	DWAW4
Records of Women's Arts Association/Permanent Waves including minutes, photographs, files on projects and Women's Arts Festivals.			

Susan Muir of Aberthin Papers, 1968-2005			
Accession No:	2010/354	Reference No:	D752
Garden history research papers.			

Vale of Glamorgan Council Records, Dec 2010			
Accession No:	2010/355	Reference No:	CVG/C/RE/15
Register of electors for 2011.			

Bridgend County Borough Council Records, 1905-2000			
Accession No:	2010/357	Reference No:	CBR
St Ceinwyr's churchyard, Llangeinor: register of burials (1926-1996), index to register, register of graves; St David's churchyard, Bettws: register of burials (1950-1997), register of graves; St Tyfodwyg's churchyard, Glynogwr, register of burials (1905-2000).			

Ogmore and Garw Urban District Council Records, 1926-1949			
Accession No:	2010/358	Reference No:	UDOG/BU/16
St Ceinwyr's churchyard, Llangeinor: register of burials (1926-1949).			

Llandyfodwg Burial Board Records, 1888-1905			
Accession No:	2010/359	Reference No:	BUBLD/3
St Tyfodwyg's churchyard, Llandyfodwg (Glynogwr) Register of burials.			

Mount Pleasant Primary School, Merthyr Vale Records, 1912-1982			
Accession No:	2010/360	Reference No:	D755
Admission registers, 1912-1977 (including details of children transferred from Pantglas Junior School, Aberfan, after 1966 disaster); attendance registers, 1941-1982; summary attendance registers, 1913-1919.			

Taff Ely Borough Council Records, 1974-1993			
Accession No:	2010/364	Reference No:	DCTE
Minutes and reports of full council, 1992-1993; committee reports, 1974-1975, 1980-1985; tender documents for Sardis Road car park, Pontypridd, and Gilfach Goch General Improvement Area, 1976-1977.			

Llandaff Society Records, 2011			
Accession No:	2011/3	Reference No:	DLS
Newsletter No 117; membership card for 2011.			

Penarth Town Council Records, 2001-2010			
Accession No:	2011/4	Reference No:	P46/38
Signed minutes, 2001-2010; agendas, reports and minutes 2004-2010.			

Lloyds Bank Records, 1886-1895			
Accession No:	2011/5	Reference No:	DX814/3-8
Title deeds to property in Mountain Ash and Aberfan.			

Rev Morgan Morgan of Boverton Papers, 1828-1872, 1946			
Accession No:	2011/6	Reference No:	D763
Correspondence about chapel and family affairs at Blaenafon and Bethesda, Boverton, including some sermons and hymns.			

Penarth and District CYTUN - The Council of Churches Records, 1960s-1990s			
Accession No:	2011/7	Reference No:	DPENCC/1/5-8,10-12; 2/1-9
Minutes, 1994-2007; accounts, 1962-1998; scrapbook, 1962-1964; programmes, correspondence, newscuttings and other records, 1943-2006; also minutes of Cardiff and Vale ENFYS (Commission of Covenanted Churches in Wales) 1994-1997.			

Minster Road United Reformed Church, Cardiff Records, 1926-1998			
Accession No:	2011/8	Reference No:	D756
Minute books.			

Barry Yacht Club Records, 1980-2001			
Accession No:	2011/9	Reference No:	DBYC
Yearbooks and sailing programmes, 1986-1989, 1991-1994; winter programmes, 1987-2000; accounts, 1983-1997; membership lists and summaries, 1980-2001; minutes of Cadet Sub-Group, 1997-1998; 'Pennant' newsletter, 1996-2001; papers relating to proposed projects, 1994-1997; plan of berths for club in Barry Harbour, c1990; list of subscription rates, 1968; obituary of Jack L Sharp, 1999.			

Glamorgan River Board Records, 1950s-1980s			
Accession No:	2011/10	Reference No:	D762
Photographs (with list) of construction and maintenance projects undertaken by Glamorgan River Board and Glamorgan River Authority, and of employees William and Ronald Elward; also W Elward's warrant card. The photographs include plant owned by the board/authority (such as dragline excavators and bulldozers), 1965 floods on R Taff at Pontypridd and R Neath (Rheola, Aberdulais and Cwmgwrach coal washery), and construction schemes there and various sites in Glamorgan including R Afan at Pontrhydyfen.			

Baptist Union of Great Britain South Wales Area Records, 1912-2001			
Accession No:	2011/11	Reference No:	D757

South Wales Joint Consultative Committee minutes; South Wales Joint Board/Area Pastoral Committee minutes, accounts, history; Baptist Union assembly meetings in Cardiff, 1912, 1924.

Ely Baptist Chapel, Archer Road Records, 1928-1952, 1978			
Accession No:	2011/12	Reference No:	D758
Service sheets and programmes; chapel history.			

Tabernacle English Baptist Chapel, Troedyrhiw Records, 1894-1932			
Accession No:	2011/13	Reference No:	D759
Minutes of church and trustees meetings.			

Bethany English Baptist Church, Blaenclydach Records, 1909-2003			
Accession No:	2011/14	Reference No:	D760
Minutes, accounts, correspondence and chapel history.			

Rumney Methodist Church, Cardiff Records, 19th and 20th centuries			
Accession No:	2011/15	Reference No:	D761
Minutes, accounts and other records.			

Bethel Methodist Chapel, Garden Village, Gilfach Goch Records, 1969-2006			
Accession No:	2011/16	Reference No:	D764
Marriage registers.			

Cymer National School Porth Records, 1863-1885			
Accession No:	2011/17	Reference No:	P167
Log books, 1863-1878; list of boys on register, 1882; Inspectors' reports, 1865-1885; teacher contracts, 1872-1880; exam schedules, 1876-1883; and correspondence, 1866-1885.			

Richard Pugh of Shrewsbury, Blacksmith and Steam Boilermaker, Papers, 2011			
Accession No:	2011/18	Reference No:	HRA/D765
Article by Catherine Bolton, relative of Richard Pugh, regarding time spent by Richard Pugh in Hughesovka.			

Fairwater Mothers Union Branch Records, 1977-late 1990s			
Accession No:	2011/19	Reference No:	D766
Six photograph albums and group photograph.			

Merthyr Tydfil County Borough Council Records, 19th-20th centuries			
Accession No:	2011/21	Reference No:	CMT/C/2
Deeds of council property. First batch of a large deposit of 150 bankers boxes. Includes property no longer owned by council, so will cover a large range of buildings and land in Merthyr Tydfil area. Box 12 includes 20 th century deeds for Cyfarthfa Castle (no 48).			

Notable Accessions:

Gilbert Taylor of Cardiff Papers

Accession: 2010/341

Reference: D748

Gilbert Taylor was a printer by trade, and a member of the Young Communist League. In 1933 he married Silvia the daughter of Dr and Mrs J H Shaxby of Penylan and became manager of Collets bookshop in Castle Arcade, Cardiff. He went to Spain as a member of the International Brigade in November 1937 and died there in March or April 1938.

Records consist of letters from Gilbert Taylor to his wife and various individuals commenting on his experiences in Spain. Also presscuttings and other papers relating to his later life. The correspondence has been transcribed by volunteers and, once examined by an archivist, will be available as attachments via DServe.

Cardiff Corinthians Association Football Club Records

Accession: 2010/352

Reference: D751

Cardiff Corinthians AFC started in 1898, partly as an offshoot of the Alpha Cricket Club for winter purposes. The club became recognised as one of the most famous and respected amateur clubs in Wales, and was a founder member of the Welsh League and the South Wales Amateur League. In 1973 it joined with Radyr Cricket Club to form a parent club Radyr Athletic Club at Riverside Ground (though Cardiff Corinthians and RCC maintained their separate identity).

Ranging from the founding of the club until almost the present day the collection provides a detailed account of a significant and long lasting establishment.

Susan Muir of Aberthin Papers

Accession: 2010/354

Reference: D752

Susan Muir lived at Penylan, Aberthin near Cowbridge. She was a garden historian and a garden/landscape designer and consultant. Her research papers include reports on landscape gardens at Dowlais, Talygarn and Plas Llanmihangel nr Cowbridge; research notes, correspondence and photographs relating to Cosmeston medieval village, Hafod, Cardiganshire, Aberglasney, Carmarthenshire, and Lord Leycester Hospital, Warwick; correspondence on gardens (particularly in Wales) and on medieval orchards; and lecture notes.

Appendix II

	Number of Visits		No. of Groups	Documents Produced
	TOTAL	(groups and meetings)		
Dec 09 – Feb 10	560	(338)	16	603
March – May 2010	1543	(607)	33	2732
June- August 2010	1416	(179)	21	2589
Sep-Nov 2010	1973	(608)	45	2631
Dec 10 – Feb 2011	1598	(596)	40	2193

	Remote Enquiries	Website Hits
Dec 09 – Feb 10	938	8788
March – May 2010	954	9212
June- August 2010	893	13876
Sep-Nov 2010	1037	13143
Dec 10 – Feb 2011	1004	12088

Interesting enquiries

An enquiry was received from the producer of BBC's Panorama, researching a series on the 'History of Mixed Race Britain' including communities in Cardiff's Tiger Bay/Butetown. In particular, they were researching Chief Constable James Wilson's views on inter-racial marriage. Information from the reports of the Chief Constable to the Watch Committee (DCONC/1/1/7) and Newscuttings book (DCONC/5/73) was provided as well as some general information on Chief Constable James Wilson.

A researcher from Vienna, Austria who searches for looted books and tracks down the rightful owners or heirs requested information on an individual believed to have been a patient at Cardiff City Mental Hospital.

The curator of Cardiff Castle sought information about the ARP shelter that was located at the castle. A photograph of the entrance to the shelter (DXGC24/4), is held as well as more general records relating to local ARP (DARP).

An enquiry was received from a researcher looking at the life of the poet Waldo Goronwy Williams (1904-1971) who spent some time at Whitchurch Hospital, for which records are held.

A fellow of German Historical Institute, London, researching unemployment in Britain during the 1960s-1980s was directed to the collection of records of the Cardiff Unemployed Group (DX881).

A former archivist researching Timothy John Evans (who was hanged for murder in 1950 and lived with John Christie, a serial murderer whose case contributed to the abolition of capital punishment) for a book on John Christie was looking for school records. Evans was a pupil at Mount Pleasant School, Merthyr Tydfil for which records are held and information from the admission register was extracted for the enquirer (D755).

An enquiry was received for site plans or photographs of Aberthaw Cement Works to aid the design of models of industry in the Vale of Glamorgan for model train sets.

A large number of enquiries and visits from academic researchers has been received in this last quarter, including one PhD student who is researching neurological and psychological disorders of soldiers who fought in WW1. The Whitchurch emergency hospital records (DHWHE) for the treatment of soldiers, continuing as a Whitchurch mental hospital (DHWH) were recommended.

Requests have also been received for images to use in publications and reports. An image from a promotional booklet of the Rhiwbina Garden Village (DGSR/2/1) was requested to be used in book entitled 'Edwardian Country Life-the story of H Avray Tipping'. A Heritage Consultant compiling a Conservation Management Plan for Insole Court on behalf of Cardiff Council visited the searchroom in November to view D117/1 a photo album from Insole Family records. She has since asked for permission to use these images in her report. The image sourced externally for Sony Music has been used for the Manic Street Preachers most recent album, Postcards from a Young Man.

Appendix III

<i>Local and Family History Groups</i>	
Bridgend History Group	9
Gelligaer Historical Society	7
Julie Daniel Family History Group x 5	56
Bridgend Family History Group x 3	31
Public tours	26
<i>Professional Organisations</i>	
CQFW Conference	34
Cardiff Council Job Evaluation workshops x 8	114
RCT Planners	10
Vale of Glamorgan Librarians x 2	8
Cardiff University Librarians	10
Vale of Glamorgan Librarians	7
South East Wales Library Consortium	16
Cardiff University Library staff	8
RCT History and Heritage Group	15
CyMAL Basic Skills Training Day	16
First Friday	3
Glamorgan Family History Society Executive Committee	20
National Museum of Wales	2
CLOCH	5
Women's Archive of Wales	7
<i>Educational Organisations</i>	
Ninian Park School	46
Cwmclydach School	28
Ton-y-Ywen School	26
Maesycoed School	32
Cardiff University Medieval History MA	9
Creigiau School	29
<i>Individuals</i>	
Chris Taylor depositor tour	4
David Prior, Parliamentary Archives	1

Dr Pat Evans, Management Consultant	2
Rhiannon Phillips, West Glamorgan Archive Service	1
Jeremy Glenn	1
South Riverside Community Project	2
Cardiff Civil Justice Centre	2
Sarah Garvey, Cardiff Council press office	1
Baron Rowlands of Merthyr Tydfil	1
Martyn Hayman, Architect	1
The National Archives	4
Quest visits	2

Local Government Act 1972

As amended by the

Local Government (Access to Information) Act 1985

GLAMORGAN ARCHIVES JOINT COMMITTEE

REPORT OF THE GLAMORGAN ARCHIVIST

Agenda Item : WORK OF THE RECORD OFFICE
1December 2010 – 28 February 2011

Background Papers

Searchroom handlists.

Officer to Contact: Susan Edwards – 029 2087 2202